DEPARTMENT OF GENERAL SERVICES
BARGAINING UNIT 15
POST AND BID
REASSIGNMENT/TRANSFER REQUEST FORM

CURRENT CLASSIFICATION:		POSITION NUMBER: 308- -2011-
EMPLOYEE NAME: (PLEASE PRINT)	FIRST M.I. LAST	OFFICE/BRANCH NAME
PRESENT WORK LOCATION (ADDRESS/CITY/ZIP CODE)		WORK TELEPHONE NUMBER ( ) -

PRESENT WORK WEEK START AND END DAYS ARE:	START	END	PRESENT SHIFT HOURS BEGIN AND END:	SHIFT BEGINS	SHIFT ENDS
	TO			TO	

CURRENT SUPERVISOR IS:		SUPERVISOR'S TELEPHONE NUMBER ( ) -

Pursuant to the provisions of Article, July 02, 2013 through July 01, 2016 SEIU/LOCAL 1000 UNIT MOU, I hereby request that I be considered for the vacant position as referenced below.

RPA Number: 10932–BPM	Post & Bid File By Date on JOB: 2/9/15	City Location of Position Van Nuys	Position Number: 308-341-2011-935
Working Days of Position Monday - Friday	Working Hours of Position: 12:45 a.m. to 9:15 p.m.	Classification: CUSTODIAN	

I certify that I am currently a **full-time permanent** employee having successfully passed my probationary period in the classification above with the Department of General Services.

I understand that the bidder with the most continuous permanent full-time statewide seniority in the class (regardless of department) will be offered the position. If I am the most senior bidder and am offered the position, I have a maximum of three (3) work days to accept or reject the job offer unless a longer period is agreed to by the hiring supervisor.

EMPLOYEE SIGNATURE	DATE

This bid form must be submitted to: Lawrence Snipes, Building Manager - at Building and Property Management Branch, LA/East Region – Van Nuys - CHP, 6150 Van Nuys Blvd., Suite 120, Van Nuys, CA 91401 and received by 2/9/15 which is the Post & Bid File By date.

Hiring Office: Please forward all bid forms to **Sandeep Sanghera** **after** the Post & Bid File By date for seniority calculations

FOR PERSONNEL USE ONLY					
TENURE/TIME BASE		APPOINTMENT DATE		SENIORITY (MONTHS)	
SSN		SENIORITY VERIFIED BY:		DATE VERIFIED:	

OHR-R15L (REV 08-01-11)